



KANSAS WIC INFORMATION MEMORANDUM
KANSAS-WIC-P-2015-04

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: January 27, 2015

RE: Updates to Certification and Administrative Policies
Food Package – Food – Food Package Policy Changes
Missing Information on Affidavits

Updates to Certification Policy

The [Proof of Income CRT: 06.03.00](#) policy was updated on page 3, #3 in regards to the statement about migrant persons or a homeless family, in that the applicant must sign a statement specifying why they cannot provide documentation of income. This same statement was changed in the [Zero Income policy CRT: 06.02.02](#).

ACTION REQUIRED: Notify all staff.

Food Package – Food – Food Package Policy Changes

The following policies have been revised to reflect food package changes that will take effect on March 27, 2015. A summary of the changes is listed below. The revised policies are provided here for clinic information, but will not be placed on the Kansas WIC website Policy and Procedure Manual until March 26, 2015. See attached: FCI: 02.002.00, FCI 02.01.00, FCI: 02.01.01, FCI 02.01.02, FCI 02.01.05, FCI 02.02.01, FCI 02.03.04, FCI 01.00.00, FCI 01.01.00

WIC Vendors will soon receive information about these changes. See the link below for the WIC Vendor Newsletter.

http://www.kansaswic.org/newsletters/2014/Vendor_December_2014.pdf

Additional education and training materials for staff, clients and vendors related to these changes will be provided soon. KWIC system information will be provided in the KWIC release notes for Version 44. Version 44 will be released on March 27. Additional procedures for using the special authorization forms will also be provided. An insert for the WIC Approved Food List (WIC program booklet) will be developed. The entire WIC program booklet will be revised for distribution in the fall of 2015.

Changes:

- Clients will be able to purchase white potatoes with their fruit and vegetable check effective March 27, 2015. All language prohibiting potatoes has been removed from policies.
- Infants 6 months up to 12 months of age may receive 4 bananas as a substitution for four 4-ounce containers of infant baby food fruits and vegetables. Caregivers must be instructed on proper preparation of fresh fruits and vegetables with documentation of the education placed in the client's chart before issuing this product.
- Infants 9 months up to 12 months may receive a fruit and vegetable check (FVC) to purchase **fresh** only (no canned or frozen) fruits and vegetables as a replacement for one-half of their infant food fruit and vegetables. Caregivers must be instructed on proper preparation of fresh fruits and vegetables with documentation of the education placed in the client's chart before issuing this product.
- In place of infant foods (cereal and baby food fruits and vegetables), infants from 6 months old to 12 months old may receive an infant formula up to the maximum amount for the 4 & 5 month old food package with special authorization. All formulas are now included – includes Similac Advanced and ProSobee.
- Children and women receiving a medical foods (special formula) authorized food package may have the food package tailored to receive commercial baby food fruits and vegetables in lieu of the cash-value voucher. The substitution ratio is 160 ounces (40 containers) of infant (baby) food fruits and vegetables for the \$10 fruit and vegetable check.
- The terminology for soy milk has been changed to soy beverage. Various product sizes were standardized, e.g. 100% Whole Wheat bread/rolls/buns are only allowed in the specific sizes of 12 oz., 16 oz., 20 oz., or 24 oz. Tortillas and brown rice must be in 16 oz. size. Instant brown rice is allowable in 14-16 oz sizes.

ACTION REQUIRED: Inform all staff of upcoming changes and prepare for the March 27, 2015 implementation date.

Missing Information on Affidavits

Does your affidavit have all of the required information on it? The Kansas WIC office has been receiving more and more affidavits that have either no County name listed on them or they have missing signatures or the costs of items are placed in the Total column only. Please review your affidavit before submitting. This will help in timely reimbursements.

According to the [Affidavits of Expenditures policy ADM: 02.03.00](#), your county's affidavit should list your Local Agency's name on the upper left hand side of the heading. You must change the heading on the Excel spreadsheet from "Name of County Health Department" to your county's health department name.

The affidavits should also contain actual or electronically produced signatures. An affidavit can be sent as an attachment in an email to the State Agency if an electronic signature is included on the affidavit or with the email itself. **Typed names are not representative of a signature.** Local Agencies can choose to sign the affidavit, create a pdf and send the affidavit electronically or provide an electronic signature on the Excel spreadsheet. An electronic signature is defined as an individual's actual signature that has been scanned and saved as a .jpg or .gif file that can be imported into a document and is representative of that individual's true signature. Local Agencies may also choose to send the affidavit by US mail.

The amounts on affidavits should also add up correctly at the bottom. This cannot happen if expenses are placed only in the Total column and not in one of the cost category columns (BFPC, Nutrition Education, Breastfeeding, Client Services and General Admin.) Please make sure that if you have something listed in the "Total" column it is also in one or more of the cost categories. Refer to the policy to see what items belong in what cost category.

In the future, if errors exist or if items are missing from the affidavit, the document will be returned for correction. We appreciate your cooperation

ACTION REQUIRED: Notify all staff.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.